



WILDE COMMUNITY CENTER BANQUET HALL:

RENTAL POLICY

All renters must provide proof of a liability policy that has a minimum coverage of \$1,000,000, naming the City of Hialeah as additionally insured.

CONDITIONS OF RENTAL

1. The CITY agrees to provide space at the Wilde Community Center Banquet Hall, hereafter Banquet Hall, at 1701 W 53rd Terrace, Hialeah, Florida to the USER.

2. USER shall be responsible for payment of the following fees: Rental Fee of \$0.00 and Employee costs of \$0.00 for a grand total of \$0.00.

For Profit Organizations and Private Parties

Rental Fee for One Day (6-Hour Time Frame)

\$0.00

(All rental and staff fees have been waived for this community outreach event)

The Banquet Hall is available for rent on Fridays, Saturdays and Sundays only.

3. Formal registration must be made in person at Wilde Community Center located at 5404 W 18 Ave, Hialeah FL, 33014 (305)-821-8054, between the hours of 9:30 am - 7:30 pm, Monday through Friday.

4. Payment shall be in the form of a credit card, cash, cashier's check or money order payable to the City of Hialeah.

5. An amount of \$150.00 will be used for the rental fee of the banquet hall for a specific date and time mentioned above. Cancellation of this date will be recognized only when notification is submitted in writing by the USER to the CITY at least 60 days prior to the event. If the CITY is not advised in writing 60 days prior to the event, the CITY shall retain the deposit. All balance payments must be paid 2 weeks prior to rental date.

- 6.** All rentals must be made at least 3 weeks in advance, but no date can be reserved if it is more than 12 months in advance.
- 7.** All organizations or individuals will be restricted to one rental event during a calendar month.
- 8.** No security staff will be used in the banquet hall except Hialeah Police Officers. USER will be responsible in making arrangements directly with the Hialeah Police Department (Extra-Duty Division) through Mrs. Natalia Ruiz, at (305) 953-5390, at least three weeks prior to the rental.
- 9.** CITY shall have the right to refuse such activities that pose a security or liability problem as determined by the Mayor, Chief of Police, Fire Chief, Fire Marshal, Risk Manager, or their designees.
- 10.** CITY may refuse to rent to anyone whose previous use of the banquet hall was for prohibited purposes, caused damage to the facilities or posed security or liability problems.
- 11.** USER guarantees that no damage will be done to the subject banquet hall and that the USER and the CITY to insure that it is returned in the same condition as it was accepted will inspect it jointly.
- 12.** USER shall pay the CITY for the cost of any repair, rehabilitation, damage, correction, replacement or restoration of the premises or to defray any other unusual but reasonable expense borne by the City as a consequence of this USE Agreement.
- 13.** CITY will make available 18 tables and 180 chairs as part of the rental. The USER may not bring in additional tables and chairs into the banquet hall.
- 14.** CITY shall be responsible for arranging the tables and chairs and removing all decorations used during the event. A layout of the setup desired by USER must be provided to the CITY at the time of final balance payment. Decorations that hang on the ceiling or on the walls are strictly prohibited. Additionally, stapling and securing decorations by thumbtacks on the stage are also strictly prohibited.
- 15.** CITY shall furnish electricity for ordinary use, water for reasonable purposes and restroom supplies.
- 16.** CITY retains the right to terminate this Agreement with notice, based on unforeseen circumstances or other valid reasons.
- 17.** USER shall be responsible for providing their own supply of ice during their rental. Use of the kitchen is strictly prohibited.
- 18.** The maximum capacity shall be 180 occupants during a rental period. The City of Hialeah Fire Marshall shall have the right to close the facility in the event there is an excess of over 180 patrons during the rental period.
- 19.** The sale and consumption of alcoholic beverages is strictly prohibited on the premises.

20. The USER shall indemnify and save the CITY, its officials, employees, agents, representatives and attorneys, from and against any and all claims, liabilities, losses and cause of action which arise out of or in connection with USER's activities under this agreement, including all NEGLIGENT or intentional acts or omissions to act on the part of the USER or any persona acting for or on its behalf, and from and against any orders, judgments, or decrees which may be entered and from and against all costs, attorney's fees, expenses incurred at the trial, appellate or administrative level or proceedings and liabilities insured in the defense of any claims or in the investigation thereof.

21. The USER agrees to carry Liability Insurance Coverage in the amount no less than \$1,000,000 combined single limit coverage for property damage and bodily injury. The USER shall have its insurer name the CITY as an additional insured on its General Liability policy. It is understood that the CITY is not responsible for personal injury or property damage or any loss to the USER, its personnel or property during the term of this agreement. Insurance provided by the USER must provide coverage for personnel and customers attending events, and individuals on the premises as acquaintances or friends of the USER from liability for loss, damage, injury and claims, whether to person or property, arising incident to USER's use of the premises and agrees to hold the CITY harmless from any damage sustained by it or any of its agents, employees or invited guests, including the patrons during use.

22. Payment for insurance is due in full two weeks prior to the date reserved.